



TEXAS DEPARTMENT OF LICENSING AND REGULATION

P.O. Box 12157 - Austin, Texas 78711-2157

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www.license.state.tx.us - CS.Air.Conditioning@license.state.tx.us

AIR CONDITIONING / REFRIGERATION CONTRACTOR LICENSE APPLICATION INSTRUCTIONS

This application must be completed to become an Air Conditioning and Refrigeration Contractor to perform air conditioning and/or refrigeration contracting pursuant to Occupations Code, Chapter 1302, Title 8.

This completed application is required prior to scheduling your Texas examination. If your application is approved, we will notify the exam provider (PSI) and they will send you instructions for how to proceed with scheduling your examination. The exam fee will be paid directly to PSI.

1. Provide your full name and any other names you may have used.
2. Date of Birth (MM/DD/YYYY).
3. Indicate your gender.
4. Provide your social security number.
Section 231.302 of the Texas Family Code REQUIRES all applicants to disclose their Social Security Number (SSN) when filing an application. The SSN that is provided is confidential and is required to enforce Child Support orders. Failure to provide the SSN will prevent a license from being issued and could ultimately lead to termination of the application.
5. Applicant's Mailing Address
This is your mailing address to which the Department will send all correspondence and a post office box may be used.
6. Business Information
List the Federal ID Number for the business.
(Information regarding the Federal/Employer ID # number may be obtained through the following website at:
<http://www.irs.gov/businesses>)
NOTE: You may leave this area blank if you are not sure where you will be working after you pass the examination.

List all business names.
The first address must be the physical address of the location at which you work or where you will be working.
7. If you have ever been convicted of a misdemeanor or felony, answer this question YES and attach a completed Criminal History questionnaire. You may obtain this form on the TDLR website. It is advisable to disclose all convictions other than minor traffic violations (for example: speeding, running a stop sign, or driving without a current inspection).
8. If you have ever had a business license revoked, suspended, probated or denied in any state, you must answer this question YES and attach a completed Disciplinary Action Questionnaire. You may obtain this form at the TDLR website.
9. Check the class and endorsement in which you seek licensure.
 - **Class A Environmental Air Conditioning** endorsement entitles the license holder to engage in air conditioning contracting for environmental air conditioning in relation to a system, a product, or equipment of any size or capacity.
 - **Class B Environmental Air Conditioning** endorsement entitles the license holder to engage in air conditioning contracting for environmental air conditioning in relation to a system, a product, or equipment of not more than: (1) 25 tons cooling capacity; or (2) 1.5 million British thermal units per hour output heating capacity.
 - **Class A Commercial Refrigeration and Process Cooling or Heating** endorsement entitles the license holder to engage in refrigeration contracting for commercial refrigeration and process cooling or heating in relation to a system, a product, or equipment of any size or capacity.
 - **Class B Commercial Refrigeration and Process Cooling or Heating** endorsement entitles the license holder to engage in refrigeration contracting for commercial refrigeration and process cooling or heating in relation to a system, a product, or equipment of not more than: (1) 25 tons cooling capacity; or (2) 1.5 million British thermal units per hour output heating capacity.

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10. The Employment History of the application should be thoroughly completed. This should indicate at least 48 months (4 years) of practical experience in the preceding 72 months (6 years).
11. Attach Experience Verification Form(s).
This form should be thoroughly completed by a person qualified to verify air conditioning and refrigeration experience for the applicant, and **NOT** be completed by the applicant.
12. If you want to substitute education for experience, attach a diploma, transcript or completion certificate from a certification program.
The following are accepted:
 - 1) a completed four year degree or diploma in air conditioning engineering or technology, refrigeration engineering or technology, or mechanical engineering (equivalent to 24 months of practical experience); or
 - 2) a completed two year associate's degree, a two year diploma, or a two year certification program primarily focused on air conditioning and refrigeration related work (equivalent to 12 months of practical experience); or
 - 3) a completed one year certification program, or a program of a least two semesters, in air conditioning and refrigeration related work (equivalent to six months of practical experience); and
 - 4) other completed applicable degrees, diplomas, or certifications will be reviewed on a case-by-case basis.

OTHER:

 - A) Every 2,000 hours of on-the-job training in an apprenticeship program is equivalent to 12 months of practical experience.
 - B) each of the following qualifies as practical experience for purposes of satisfying the 48-month requirement:
 - (1) verified military service in which the person was trained in or performed air conditioning and refrigeration-related work as part of the person's military occupational specialty; or
 - (2) a) experience performing air conditioning and refrigeration-related work as employed by a regulated electric or gas utility;
b) a licensed engineer under Chapter 1001 and engages in air conditioning and refrigeration contract ing work in connection with the business in which the person is employed but does not engage in that work for the public;
c) or employed by an industrial operation, including a chemical plant, petrochemical plant, refinery, natural gas plant, or natural gas treating plant, and performs process cooling or heating work for the operation; or while employed by a governmental entity.
13. If you are applying by reciprocity, you must submit the following: completed application, license application fee, a letter of good standing from the reciprocal state, a copy of your license, and a certificate of insurance.
Texas reciprocates with:
South Carolina - <http://www.contractors-license.org/sc/sc.htm> and Georgia - <http://www.sos.state.ga.us/plb/>
14. Fee: The license application fee is \$115, and this fee is not refundable. Make one check or money order for the total amount payable to the Texas Department of Licensing and Regulation. Mail fees and paperwork to: TDLR, P.O. Box 12157, Austin, TX 78711. Do not send exam fees to TDLR. The exam fees will be paid directly to PSI.
15. Sign and date the application.

NOTE: A certificate of insurance is required **AFTER** you pass your exam(s) and before you obtain your license. A certificate of insurance is **not** needed when you submit your initial application.